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**From:** Saunders, Della (DPH)  
**Sent:** Tuesday, July 12, 2011 9:33 AM  
**To:** Corbett, Kate (DPH); Frasca, Daniela (DPH); Glazer, Lisa (DPH); Khan, Annie (DPH); Lawler, Michael (DPH); Lleshi, Hevis (DPH); Medina, Nicole (DPH); O'Brien, Elisabeth (DPH); Phillips, Gloria (DPH); Piro, Peter (DPH); Renczkowski, Daniel (DPH); Salemi, Charles (DPH); Saunders, Della (DPH); Sprague, Shirley (DPH); Tan, Zhi (DPH); Tran, Mai (DPH); Zanolli, Janice (DPH)  
**Subject:** FW: Early Time Logs Needed Wednesday, July 13th

Good Morning Everyone,  
I need to turn in the time logs on Wednesday this week. If you can, would you please write in any time you are taking for the remainder of this week by Wednesday morning?  
Thanks,  
Della

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**From:** Hebert, Suzana (EHS)  
**Sent:** Monday, July 11, 2011 1:30 PM  
**To:** Allen, Dorothy (DPH); Amaral, AnnMarie (DPH); Anderson, Darryen (DPH); Asamoah, Obiri (DPH); Bain, Ian (DPH); Beacham, Karyn (DPH); Beck, Ann (DPH); Bonavita, Julia (DPH); Borne, Alan (DPH); Borne, Deborah (DPH); Calvagna, Patricia (DPH); Cambria, Marguerite (DPH); Carson, Susan (MED); Casaletto, Linda (DPH); Cavallari, Edward (DPH); Chadorowsky, Joe (DPH); Chu, Irene (DPH); Cleghorn, Maria (DPH); Clemons, Cyndi (DPH); Cochran, Jennifer (DPH); Conley, Diane (DPH); Consolo, Carolyn (DPH); Conz, Carol (DPH); Daley, Barbara (DPH); Danforth, Deborah (DPH); Davis, Pam (DPH); Day, Emile (DPH); Delgado, Marie (DPH); DiMartino, Paulette (DPH); Dinkins, Debra (DPH); Ditocco, Jill (DPH); Dooley, Jacqueline (DPH); Dorsey, Shirley (DPH); Drinkwater, Justine (DPH); Dyer, Sharon (DPH); Ferreira, Lisa (MED); Gangemi, Mary-Ann (DPH); Greenidge, Althea (DPH); Hanchett, James (DPH); Hankerson, Jacqueline (DPH); Hawthorne, Dean D (DPH); Hillery, Veronica (DPH); Hilton, Joyce (DPH); Jose, Maricel (DPH); Keddie, Andrea (DPH); Kurtis, Gerald (DPH); Lafontant, Latania (DPH); Lancto, Denise (DPH); Lynn, Joanne (DPH); McCollem, Tom (DPH); McCue, Terry (DPH); McGeown, Catherine (DPH); McLaughlin, Maryellen (DPH); McSheffery, Christina (DPH); Mendes, Marjorie (DPH); Muzhutheft, Paul (DPH); Nguyen, Elizabeth (DPH); O'Brien, Elisabeth (DPH); O'Connell, Kathy (DPH); O'Connor, Ron (DPH); Penrose, Kate (DPH); Prendergast, Tom (DPH); Purtell, Joe (DPH); Rao, Shyamala (DPH); Reeves, Vickie (DPH); Riley, Margaret (DPH); Sadowski, Jennifer (MED); Salem, Sharon (DPH); Saunders, Della (DPH); Saunders, Donna (EHS); Scimone, Christina (DPH); Sheils, Alanna (DPH); Small, Linda (DPH); Stanton, Louann (DPH); Sullivan, Julie (DPH); Tessier, Susan (DPH); Thermo, Marjorie (DPH); Tyson, Julie (DPH); Walker, Patricia (DPH); Che-Wu, Kaye (DMH); Desai, Jyoti (DMH); Gelormini, Angelamaria (DMH); Hanley, Susan (DMH); Harrison, Deborah (DMH); Medugno, Roseann (DMH); Morganelli, Dianne (DMH); Touadjine, Melissa (DMH); Tran, Hanh (DMH); Wharen, Victoria (DMH); Berolini, Mike (HCF); LeBlanc, Bobbi (HCF); Romelus, Dova (HCF)  
**Cc:** Chan-Lee, Yuen Fei (EHS); Cho, Shu Lain (EHS); Leung, Maria (EHS); Webb, Letha (EHS); Zeng, Ashley (EHS)  
**Subject:** Early Time Logs Needed Wednesday, July 13th

Hi Everyone,  
We need to have time logs early this week, Wednesday, July 13<sup>th</sup> .....the Human Resources Office is moving this Friday to the 7<sup>th</sup> floor....we will still be here at 600 Washington but were going from the 2<sup>nd</sup> to 7<sup>th</sup>. The whole HR operation needs to pack and move and were in 2<sup>nd</sup> week of the payroll ending July 16<sup>th</sup> so it leaves us no choice but to ask for early logs/

**Please have your time logs to us by 12 noon this Wednesday.**

We will communicate with you next week if any of are phone numbers are changing.

Thanks for your understanding  
Central Office Payroll Unit ☺